



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 21ST THEATER SUPPORT COMMAND**  
**UNIT 23203**  
**APO AE 09263**

AERPO-O

15 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 21st Theater Support Command Policy Letter 17, Incident Reporting

1. References:

- a. AR 190-40, Military Police Serious Incident Reporting, 30 December 1993.
- b. USAREUR Regulation 190-40, Military Police Serious Incident Report, 4 June 1998.
- c. USAREUR Regulation 525-306, Military Operations Non-nuclear Event of Incident Report (OPREP-3) Procedures, 14 February 1991.
- d. FM 101-5-1, Operational Terms and Graphics, 30 September 1997.

2. Purpose. To establish guidelines for reporting incidents and information deemed important to the Command Group, 21st Theater Support Command (TSC).

3. Applicability. This policy letter applies to all staff sections, agencies, and subordinate commands of the 21st TSC.

4. Definitions.

a. Serious Incident Report (SIR). Any actual or alleged incident, accident, misconduct, or act, primarily criminal in nature, that, because of its nature, gravity, potential for adverse publicity, or consequences warrants timely notice to Headquarters (HQ), United States Army, Europe (USAREUR).

b. Commander's Critical Information Requirements (CCIR). Information required by the commander that directly affects his decisions and dictates the successful execution of operational or tactical operations.

5. Certain incidents, because of their gravity, likely publicity, or potential consequences, require timely notification to 21st TSC HQ. Listed at Enclosure 1 are specific incidents, which require subordinate units to submit a formal SIR upon occurrence. Listed at Enclosure 2 are specific incidents, which require subordinate units to submit CCIRs.

6. Commanders should consider incidents using the criteria at Enclosures 1 and 2, in determining whether to submit a SIR or CCIR. Incidents, which require a formal SIR or

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CCIR, must, in turn, be reported to USAREUR/7A by 21st TSC G3 Operations. Once determined that an incident requires a formal SIR or CCIR, subordinate commanders must report the incident regardless of the rank or position of the person(s) involved.

7. Upon notification of an incident which requires the submission of a formal SIR or CCIR, subordinate commanders will personally notify the Chief of Staff or the ACofS, G3 of the incident. Additionally, units will send a detailed description of the incident, labeled as either a SIR or CCIR in accordance with the examples at Enclosures 3 and 4, to the 21st TSC Staff Duty/G3 Operations in accordance with the following procedures:

a. No report goes forward to any staff section, agency, or USAREUR HQ without the expressed approval of the Chief of Staff, 21st TSC or his designated representative.

b. All incidents will be reported using three channels of communications: 1) Command; 2) Command Sergeants Major; 3) Staff Duty/Emergency Operations Center (EOC). Additionally, those incidents that involve accidents will be reported to the 21st TSC, G1, ATTN: Safety Office. This will ensure that the Safety Office will have the information needed, in a timely manner to initiate any action that may be required through safety channels. The Command channel includes the Commanding General, 21st TSC; the Deputy Commanding General, 21st TSC; and the Chief of Staff or his Deputy. The Command Sergeants Major (CSM) channel includes the CSMs of battalions and brigades of the 21st TSC and First Sergeant, Headquarters and Headquarters Company (HHC), 21st TSC. The staff duty/EOC channel includes Staff Duty Officer (SDO) or Staff Duty Noncommissioned Officer (SDNCO), 21st TSC and staff duty personnel of battalions and brigades of the 21st TSC, as well as the EOC personnel (G3 Current Operations).

c. The first report will be identified as the initial report. Subsequent, follow-up, or clarifying reports will be identified as such.

d. No report will be forwarded, by any means, unless the Chief of Staff or his designated representative has explicitly approved it for forwarding.

e. Reports will be rendered as soon as possible after the occurrence of an event or incident deemed reportable. Initial reports can be rendered by telephone.

f. On work days, units will prepare and forward the report within 4 hours of being notified of the incident.

g. On weekends/holidays (includes training holidays), units will prepare and forward the report within 8 hours of being notified of the incident.

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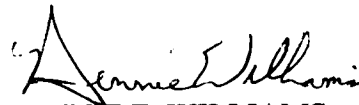
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8. After the initial report, unit commanders are responsible for submitting daily follow-up reports, as a complete, stand-alone document, to HQ, 21st TSC until incident closure. New information, when contained, should be underlined. While each SIR/CCIR should be as complete as possible, unit commanders should exercise reason in determining between necessary information and excessive detail.

9. The Point of Contact is G3, Chief of Operations, 484-7397.

10. FIRST IN SUPPORT!

4 Encls



BENNIE E. WILLIAMS  
Major General, USA  
Commanding

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